## STATE OF ALABAMA STATE TREASURER'S OFFICE UNCLAIMED PROPERTY DIVISION

## INSTRUCTIONS FOR ELECTRONIC TRANSFER OF SECURITIES

**MUTUAL FUNDS:** All mutual fund securities must be registered in the name:

State Of Alabama, Office of State Treasurer,

**Unclaimed Property Division** 

(Tax Id or Account Number 63-6045055)

P O Box 302520, Montgomery, AL 36130-2520, or

100 North Union Street, Suite 636, Montgomery, Al 36104

(888) 844-8400 (Toll Free)

**Contact: Securities Reporting** 

Email: <u>upreporting@treasury.alabama.gov</u>

Remit an initial statement with the unclaimed property report filing and future statements to the address as provided above.

## ALL OTHER SECURITIES (Stocks, Bonds, etc.)

## **USE THE FOLLOWING INSTRUCTIONS:**

**DTC ELIGIBLE**: DTC PARTICIPANT # 954

Agent Bank #26017

Reference: AUZF3000002

A list including cusip numbers, number of shares, issue names, and the delivering party's DTC participant number MUST be faxed to ACS Unclaimed Property Clearinghouse, Attention: Custody Department at 617-722-9660, at least 48 hours prior to the delivery. This procedure ensures that ACS has prior knowledge of the delivery and will enable prompt receipt and settlement of the position. For more information, please call our Account Manager at 617-722-9654.

NON-DTC ELIGIBLE

STOCKS OR BONDS: Mellon Security Trust Company

c/o State of Alabama Treasurer's Office

**Unclaimed Property Division** 

One Wall Street

3<sup>rd</sup> Floor Receive Window New York, NY 10005-2500

ATTN: Mike Visone EIN #63-6045055

Two days prior to actual delivery, ACS requires a list of the securities. That list MUST include cusip numbers, number of shares, issue names, certificate number, and registration. That information should be faxed to ACS Unclaimed Property Clearinghouse, Attention: Custody Department at 617–722–9660. By following this procedure, ACS can ensure prompt receipt and deposit of the certificate(s).

Version: 4/2008